

FINANCE DEPARTMENT SUMMARY

The Finance Department monitors and coordinates financial resources and supplies for all departments. Department reorganization was implemented in January, 1989, consistent with a Loaned Executive Assistance Program (LEAP) Committee recommendation, reducing the number of divisions from six to two: The Director's Office includes Administration and Investment Management functions. The Financial Management Division includes Financial Planning and Research (Budget), Central Accounting, Revenue Management, and Special Assessment functions. The Management Services Division includes Purchasing, Records, and Benefits.

Budget Highlights

The revised 1990 budget reflects an increase of \$42,850 over the revised 1989 budget.

- ° Personnel costs represent 82% of the total department budget.
- ° Salary savings in the current budget (\$62,840) occurring from position decreases are being partially used to offset overtime and accounting services required in the computer conversion.
- ° Data processing charges are decreased (\$25,610) due to reallocation of costs based on usage of the computer system.
- ° A department reorganization resulted in a transfer of management of the data processing service and safety officer responsibilities to other departments.

<u>Budget Summary</u>				
	<u>1989 Adopted</u>	<u>1989 Revised</u>	<u>1990 Adopted</u>	<u>1990 Revised</u>
Personal Services	\$2,086,310	\$2,041,230	\$2,104,570	\$2,145,530
Contractual Services	515,240	434,990	518,950	372,010
Commodities	102,730	70,100	103,690	71,630
Total	<u>\$2,704,280</u>	<u>\$2,546,320</u>	<u>\$2,727,210</u>	<u>\$2,589,170</u>

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE

COMBINED DETAIL SUMMARY

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
110 Regular Salaries	1,449,525	1,659,760	1,598,110	1,679,010	1,706,000
120 Special Salaries	0	0	0	0	0
130 Overtime	0	0	16,880	0	0
140 Employee Benefits	389,484	426,550	426,240	425,560	439,530
SUBTOTAL PERSONAL SERVICES	1,839,009	2,086,310	2,041,230	2,104,570	2,145,530
210 Utilities	0	0	0	0	0
220 Communications	36,083	31,630	64,020	31,630	57,700
230 Transportation and Training	3,345	1,470	1,470	1,470	1,470
240 Insurance	978	0	610	0	610
250 Professional Fees	46,085	53,960	53,960	52,780	52,780
260 Data Processing	481,002	402,120	254,310	406,900	228,700
270 Equipment Contractuals	2,810	3,030	4,080	3,090	4,240
280 Building and Grounds Contractuals	0	0	0	0	0
290 Other Contractuals	22,941	23,030	56,540	23,080	26,510
SUBTOTAL CONTRACTUAL SERVICES	593,244	515,240	434,990	518,950	372,010
310 Office Supplies	103,073	99,440	67,780	100,200	69,200
320 Clothing and Towels	72	60	60	60	60
330 Chemicals	140	60	60	60	60
340 Equipment Parts	2,510	3,070	2,100	3,270	2,210
350 Materials	0	0	0	0	0
360 Equipment Supplies	0	100	100	100	100
370 Building Parts	0	0	0	0	0
380 Non-Capitalizable Equipment	1,682	0	0	0	0
390 Other Commodities	39	0	0	0	0
SUBTOTAL COMMODITIES	107,516	102,730	70,100	103,690	71,630
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements	0	0	0	0	0
440 Office Equipment	1,290	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	1,290	0	0	0	0
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0
540 Other	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0
TOTAL	2,541,829	2,704,280	2,546,320	2,727,210	2,589,170

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, billing, revenue collection and purchasing activities for the City, as well as the responsibilities of City Clerk. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, investment policies, retirement systems, records management, special assessment and risk management systems.

POSITION TITLE	POSITIONS		1990 EMPLOYMENT				
	1989 ADOPTED	1989 REVISED	1990 REVISED	RANGE	1989 ADOPTED	1989 REVISED	1990 REVISED
Director of Fin/City Clerk	1	1	1	E-4	54,600	54,600	54,600
Assistant Director	0	1	1	E-8	0	49,300	48,940
Management Services Director	1	1	1	E-9	47,350	48,540	48,540
Financial Analyst	1	0	0	626	26,450	0	0
Financial Analyst II	0	1	1	626	0	26,450	28,970
Administrative Secretary	1	1	1	620	22,560	22,560	23,380
Non-Administrative Secretary							
Subtotal	4	5	5		150,960	201,450	204,430
ADD:							
Longevity					230	860	860
Year-End Payroll Accrual					400	0	0
Year-End Payroll Accrual							
Subtotal					151,590	202,310	205,290
LESS Charges							
Purchasing					(27,350)	(27,740)	(27,500)
Records					(10,000)	(10,810)	(10,810)
Benefits					(10,000)	(10,810)	(10,810)
Investments					(29,970)	(29,940)	(30,720)
General Accounting					(23,470)	(41,830)	(42,070)
Revenue Management					(3,910)	(20,940)	(21,040)
Financial Planning & Research					(42,980)	(50,520)	(52,550)
Special Assessments Research					(3,910)	(9,720)	(9,790)
TOTAL					0	0	0

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 01 - DIRECTOR'S OFFICE
 SECTION: 02 - INVESTMENT MANAGEMENT

APPROVED - 011
 BUDGET - 02
 FINANCIAL MANAGEMENT - 03
 INVESTMENT MANAGEMENT - 04

	1988	1989	1989	1990	1990
	ACTUAL	ADOPTED	REVISED	ADOPTED	REVISED
110 Regular Salaries	53,203	56,360	57,070	59,430	60,470
120 Special Salaries	0	0	0	0	0
130 Overtime	0	0	150	0	0
140 Employee Benefits	13,594	14,580	15,110	14,830	15,580
SUBTOTAL PERSONAL SERVICES	66,797	70,940	72,330	74,260	76,050
210 Utilities	0	0	0	0	0
220 Communications	506	290	1,340	290	1,260
230 Transportation and Training	0	30	0	30	0
240 Insurance	0	0	0	0	0
250 Professional Fees	0	0	0	0	0
260 Data Processing	2,128	1,710	4,530	1,710	4,530
270 Equipment Contractuals	155	150	0	160	0
280 Building and Grounds Contractuals	0	0	0	0	0
290 Other Contractuals	561	510	220	510	220
SUBTOTAL CONTRACTUAL SERVICES	3,350	2,690	6,090	2,700	6,010
310 Office Supplies	1,740	1,960	910	1,960	910
320 Clothing and Towels	0	0	0	0	0
330 Chemicals	0	0	0	0	0
340 Equipment Parts	61	30	40	30	40
350 Materials	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0
370 Building Parts	0	0	0	0	0
380 Non-Capitalizable Equipment	86	0	0	0	0
390 Other Commodities	0	0	0	0	0
SUBTOTAL COMMODITIES	1,887	1,990	950	1,990	950
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements	0	0	0	0	0
440 Office Equipment	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0
540 Other	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0
TOTAL	72,034	75,620	79,370	78,950	83,010

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 02 - INVESTMENT MANAGEMENT

The investment section is responsible for projecting cash balances, maintaining cash position and administering investments of all funds including the pooled funds. This section is also responsible for the financial analysis of pension investments and the administrative coordination of bond and note sales, as well as debt management.

POSITION TITLE	POSITIONS		1990 REVISSED	1990 EMPLOYMENT RANGE	1989 ADOPTED	1989 REVISSED	1990 REVISSED
	1989 ADOPTED	1989 REVISSED					
Financial Analyst II	0	1	1	626	0	26,830	29,420
Administrative Aide II	1	0	0	623	25,990	0	0
Subtotal	1	1	1		25,990	26,830	29,420
ADD Longevity					300	300	330
Year-end payroll accrual					100	0	0
Charges - Finance Administration					29,970	29,940	30,720
TOTAL					56,360	57,070	60,470

CITY OF WICHITA 1998-1999 / 9407 INDEPENDENT BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 02 - FINANCIAL MANAGEMENT
 SECTION: 01 - FINANCIAL PLANNING AND RESEARCH

REVENUE - 011
 FINANCE - 03
 DIRECTOR'S OFFICE - 10
 INVESTMENT MANAGEMENT - 02

The following table summarizes the projected and actual financial performance of the investment section for the years 1998 and 1999. The data is presented in a table with columns for the year, the type of budget (Actual, Adopted, Revised), and the amount. The rows represent different categories of revenue and expenses.

	1998	1999	1998	1999	1998	1999
	ACTUAL	ADOPTED	REVENUE	ADOPTED	REVENUE	ADOPTED
110 Regular Salaries	179,332	270,820	220,980	280,030	246,680	
120 Special Salaries	0	0	0	0	0	
130 Overtime	0	0	2,000	0	0	
140 Employee Benefits	53,631	69,630	63,110	69,700	65,090	
SUBTOTAL PERSONAL SERVICES	232,963	340,450	286,090	349,730	311,770	
210 Utilities	0	0	0	0	0	
220 Communications	5,248	4,920	4,920	4,920	3,840	
230 Transportation and Training	1,149	500	500	500	500	
240 Insurance	0	0	0	0	0	
250 Professional Fees	700	0	0	0	0	
260 Data Processing	12,348	14,810	40,190	14,760	40,190	
270 Equipment Contractuals	18	250	320	250	320	
280 Building and Grounds Contractuals	0	0	0	0	0	
290 Other Contractuals	1,091	660	660	660	660	
SUBTOTAL CONTRACTUAL SERVICES	20,554	21,140	46,590	21,090	45,510	
310 Office Supplies	12,815	11,630	11,630	11,630	11,630	
320 Clothing and Towels	0	0	0	0	0	
330 Chemicals	70	0	0	0	0	
340 Equipment Parts	296	100	100	100	100	
350 Materials	0	0	0	0	0	
360 Equipment Supplies	0	50	50	50	50	
370 Building Parts	0	0	0	0	0	
380 Non-Capitalizable Equipment	0	0	0	0	0	
390 Other Commodities	0	0	0	0	0	
SUBTOTAL COMMODITIES	13,181	11,780	11,780	11,800	11,800	
410 Land	0	0	0	0	0	
420 Buildings	0	0	0	0	0	
430 Improvements	0	0	0	0	0	
440 Office Equipment	0	0	0	0	0	
450 Vehicular Equipment	0	0	0	0	0	
460 Operating Equipment	0	0	0	0	0	
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0	
510 Interfund Transfers	0	0	0	0	0	
520 Debt Service	0	0	0	0	0	
530 Other Non-Operating Expenses	0	0	0	0	0	
540 Other	0	0	0	0	0	
SUBTOTAL OTHER	0	0	0	0	0	
TOTAL	266,702	373,370	344,460	382,620	369,080	

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
ACTIVITY: 01 - FINANCIAL PLANNING AND RESEARCH

The Financial Planning and Research section supervises the development and administration of the annual budget. This section also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this section is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget adjustments and financial studies for conformance to City policies. This section also prepares the City organization chart.

POSITION TITLE	POSITIONS		1990 REVISED	1990 EMPLOYMENT RANGE	1989 ADOPTED	1989 REVISED	1990 REVISED
	1989 ADOPTED	1989 REVISED					
Financial Planning and Research Officer	0	1	1	E-11	0	41,640	41,640
Research and Budget Officer	1	0	0	E-8	45,450	0	0
Budget Coordinator	1	0	0	631	37,970	0	0
Financial Analyst III	0	2	2	629	0	64,900	72,440
Administrative Analyst	2	0	0	629	69,890	0	0
Financial Analyst II	0	2	2	626	0	45,030	59,410
Budget Analyst II	2	0	0	626	54,770	0	0
Secretary II	1	1	1	618/19	17,910	17,910	19,590
Subtotal	7	6	6		225,990	169,480	193,080
ADD Longevity					980	980	1,050
Year End Payroll Accrual					870	0	0
Charges - Finance Administration					42,980	50,520	52,550
TOTAL					270,820	220,980	246,680

CITY OF WICHITA 1989 / 90 ADOPTED BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 02 - FINANCIAL MANAGEMENT
 SECTION: 02 - CENTRAL ACCOUNTING
 ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

ISSUED - 01/1
 REVISION - 01/1
 APPROVED - 01/1
 DATE - 01/1

	1988	1989	1990	1991	1992
	ACTUAL	ADOPTED	REVISED	ADOPTED	REVISED
110 Regular Salaries	431,839	469,310	443,630	471,130	468,440
120 Special Salaries	0	0	0	0	0
130 Overtime	0	0	0	0	0
140 Employee Benefits	113,611	120,940	122,690	120,780	126,510
SUBTOTAL PERSONAL SERVICES	545,450	590,250	573,680	591,910	614,950
210 Utilities	0	0	0	0	0
220 Communications	10,528	9,050	9,800	9,050	7,660
230 Transportation and Training	779	500	500	500	500
240 Insurance	0	0	0	0	0
250 Professional Fees	32,543	44,400	44,400	44,400	44,400
260 Data Processing	350,424	283,160	61,110	283,160	61,110
270 Equipment Contractuals	0	0	0	0	0
280 Building and Grounds Contractuals	0	0	0	0	0
290 Other Contractuals	4,114	4,090	37,380	4,080	7,380
SUBTOTAL CONTRACTUAL SERVICES	398,388	341,190	153,190	341,190	121,050
310 Office Supplies	21,770	17,640	16,640	17,670	16,670
320 Clothing and Towels	0	0	0	0	0
330 Chemicals	70	0	0	0	0
340 Equipment Parts	107	650	630	650	630
350 Materials	0	0	0	0	0
360 Equipment Supplies	0	50	50	50	50
370 Building Parts	0	0	0	0	0
380 Non-Capitalizable Equipment	0	0	0	0	0
390 Other Commodities	0	0	0	0	0
SUBTOTAL COMMODITIES	21,946	18,340	17,320	18,370	17,350
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements	0	0	0	0	0
440 Office Equipment	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0
540 Other	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0
TOTAL	965,784	949,780	744,190	951,470	753,350

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 02 - CENTRAL ACCOUNTING
ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against, waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

POSITION TITLE	POSITIONS		1990 REVISSED	1990 EMPLOYMENT RANGE	1989 ADOPTED	1989 REVISED	1990 REVISED
	1989 ADOPTED	1989 REVISED					
Controller	1	1	1	E-11	44,800	41,640	41,640
Financial Analyst III	0	3	4	629	0	110,000	144,890
Senior Accountant	1	0	0	629	33,230	0	0
Accountant III	1	0	0	628	33,230	0	0
Financial Analyst II	0	2	2	626	0	60,250	62,350
Accountant II	4	0	0	626	123,460	0	0
Financial Analyst I	0	1	1	623	0	25,990	26,940
Accountant I	1	0	0	623	25,990	0	0
Account Clerk III	2	3	3	621	47,270	70,910	73,490
Account Clerk II	4	2	2	619	86,160	43,050	44,660
Secretary II	1	1	1	618/19	21,540	21,540	22,320
Account Clerk I	1	1	1	617	19,680	19,680	20,390
Clerk II	1	1	1	615	17,260	17,260	17,880
Subtotal	17	15	16		452,620	410,320	454,560
ADD Longevity					6,520	6,520	7,400
Year End Payroll Accrual					1,740	0	0
Charges - Finance Administration					23,470	41,830	42,070
LESS 1/2 Financial Analyst II (charged to Worker's Compensation)					(15,040)	(15,040)	(15,590)
TOTAL					469,310	443,630	488,440

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 02 - FINANCIAL MANAGEMENT
 SECTION: 03 - REVENUE MANAGEMENT

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 02 - FINANCIAL MANAGEMENT
 SECTION: 03 - REVENUE MANAGEMENT
 ACTIVITY: 0105 - GENERAL ACCOUNTING/PAYROLL

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is to continue to improve the City's financial systems and financial information, and to ensure that the City's financial position is accurately reflected in the City's financial statements. The Controller's Office is also responsible for the City's financial position and for the City's financial statements.

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
110 Regular Salaries	274,624	331,650	339,940	330,030	351,370
120 Special Salaries	0	0	0	0	0
130 Overtime	0	0	3,700	0	0
140 Employee Benefits	76,517	84,420	87,340	82,230	90,060
SUBTOTAL PERSONAL SERVICES	351,141	416,070	430,980	412,260	441,430

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
210 Utilities	0	0	0	0	0
220 Communications	7,878	4,560	22,700	4,560	4,560
230 Transportation and Training	84	440	470	440	440
240 Insurance	0	0	610	0	0
250 Professional Fees	0	0	0	0	0
260 Data Processing	33,330	26,710	67,900	26,710	26,710
270 Equipment Contractuals	2,425	2,430	2,580	2,430	2,430
280 Building and Grounds Contractuals	0	0	0	0	0
290 Other Contractuals	8,796	7,980	8,480	7,980	7,980
SUBTOTAL CONTRACTUAL SERVICES	52,513	42,120	102,740	42,240	42,240

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
310 Office Supplies	27,268	30,740	13,570	30,740	14,400
320 Clothing and Towels	72	60	60	60	60
330 Chemicals	0	0	0	0	0
340 Equipment Parts	958	340	360	340	340
350 Materials	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0
370 Building Parts	0	0	0	0	0
380 Non-Capitalizable Equipment	1,347	0	0	0	0
390 Other Commodities	39	0	0	0	0
SUBTOTAL COMMODITIES	29,684	31,140	13,990	31,140	14,830

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements	0	0	0	0	0
440 Office Equipment	1,290	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	1,290	0	0	0	0

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0
540 Other	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
TOTAL	434,628	489,330	547,710	486,640	532,240

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
ACTIVITY: 03 - REVENUE MANAGEMENT

The Revenue Management section is responsible for the collection and distribution of the City's revenue. This section is responsible for supervising all cash disbursements, maintaining a cash position, and developing collection procedures and systems. The Revenue Management section administers these functions through five activities: Cash reporting - receipting of all daily cash reports, preparation of bank deposits, check reconciliations, maintenance of bond debt records, payments of bond and coupon to the fiscal agents and distribution of payroll and vendor ordinance checks; Accounts Receivable - billing and monitoring of accounts for goods and services rendered by the City; Water Collection - processing of more than 600,000 bills annually and monitoring the numerous substations for water bill collection; License - processing, issuance, and enforcement of approximately 80 City regulatory license categories; and Parking Meter - collection of coins from approximately 2,400 meters within the City.

Other functions of Revenue Management include compilation of two bond prospectus and the daily management of the City's two cemeteries.

POSITION TITLE	POSITIONS			1990 EMPLOYMENT RANGE			
	1989 ADOPTED	1989 REVISED	1990 REVISED		1989 ADOPTED	1989 REVISED	1990 REVISED
City Treasurer	1	0	0	E-10	40,470	0	0
Financial Analyst III	0	1	1	629	0	35,000	36,220
Deputy City Treasurer	1	0	0	629	34,950	0	0
Administrative Aide III	1	1	1	625	28,640	28,680	29,680
Financial Analyst I	0	1	1	623	0	26,030	26,940
Accountant I	1	0	0	623	25,990	0	0
Account Clerk II	1	2	2	619	20,410	43,140	44,650
Cashier II	1	1	1	619	20,280	21,570	22,320
Account Clerk I	3	3	3	617	57,760	59,120	61,180
Parking Meter Coin Collector	2	2	2	617	36,710	39,410	40,790
Teller	3	3	3	615	50,960	54,130	56,020
Teller (P.T.-50%)	1	1	1	615	7,730	9,020	9,340
Subtotal	15	15	15		323,900	316,100	327,140
ADD: Longevity					2,600	2,900	3,190
Year End Payroll Accrual					1,240	0	0
Charges - Finance Administration					3,910	20,940	21,040
TOTAL					331,650	339,940	351,370

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 04 - SPECIAL ASSESSMENTS

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
110 Regular Salaries	108,544	113,420	121,320	117,530	128,540
120 Special Salaries	0	0	0	0	0
130 Overtime	0	0	0	0	0
140 Employee Benefits	28,776	29,860	31,390	29,890	32,370
SUBTOTAL PERSONAL SERVICES	137,320	143,280	152,710	147,420	160,910
210 Utilities	0	0	0	0	0
220 Communications	2,368	3,190	3,850	3,190	3,370
230 Transportation and Training	0	0	0	0	0
240 Insurance	0	0	0	0	0
250 Professional Fees	0	0	0	0	0
260 Data Processing	27,056	29,580	24,480	32,320	24,480
270 Equipment Contractuals	0	0	0	0	0
280 Building and Grounds Contractuals	0	0	0	0	0
290 Other Contractuals	0	0	0	0	0
SUBTOTAL CONTRACTUAL SERVICES	29,424	32,770	28,330	35,510	27,850
310 Office Supplies	8,274	6,380	6,080	6,770	6,300
320 Clothing and Towels	0	0	0	0	0
330 Chemicals	0	0	0	0	0
340 Equipment Parts	925	1,600	620	1,800	720
350 Materials	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0
370 Building Parts	0	0	0	0	0
380 Non-Capitalizable Equipment	0	0	0	0	0
390 Other Commodities	0	0	0	0	0
SUBTOTAL COMMODITIES	9,199	7,980	6,700	8,570	7,020
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements	0	0	0	0	0
440 Office Equipment	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0
540 Other	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0
TOTAL	175,943	184,030	187,740	191,500	195,780

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 01 - PURCHASING

This section serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property.

POSITION TITLE	POSITIONS		1990		1989 ADOPTED	1989 REVISED	1990 REVISED
	1989 ADOPTED	1989 REVISED	1990 REVISED	EMPLOYMENT RANGE			
Financial Analyst III	0	1	1	629	0	33,970	34,160
Assistant Purchasing Manager	1	0	0	629	34,940	0	0
Senior Buyer	1	1	1	627	31,610	31,610	32,760
Buyer	2	2	2	626	58,920	58,920	62,350
Secretary	2	2	2	618/619	40,000	40,000	42,500
Account Clerk I	1	1	1	617	19,680	19,680	20,390
Data Control Clerk	1	1	1	617	19,680	19,680	20,390
Subtotal	8	8	8		204,830	203,860	212,550
ADD Longevity					2,700	2,430	2,370
Year End Payroll Accrual					970	0	0
Charges - Finance Administration					27,350	27,740	27,500
TOTAL					235,850	234,030	242,420

CITY OF WICHITA 1989 / 90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 01 - RECORDS

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
110 Regular Salaries	79,783	86,980	84,590	85,720	89,070
120 Special Salaries	0	0	0	0	0
130 Overtime	0	0	0	0	0
140 Employee Benefits	21,073	21,750	21,110	21,750	21,780
SUBTOTAL PERSONAL SERVICES	100,856	108,730	105,700	107,470	110,850
210 Utilities	0	0	0	0	0
220 Communications	2,185	2,950	2,600	2,950	2,410
230 Transportation and Training	0	0	0	0	0
240 Insurance	0	0	0	0	0
250 Professional Fees	12,842	9,560	9,560	8,380	8,380
260 Data Processing	4,359	9,230	4,500	11,410	4,500
270 Equipment Contractuals	0	0	980	0	1,080
280 Building and Grounds Contractuals	0	0	0	0	0
290 Other Contractuals	7,775	8,500	8,500	8,750	8,750
SUBTOTAL CONTRACTUAL SERVICES	27,161	30,240	26,140	31,490	25,120
310 Office Supplies	8,159	5,890	5,890	6,000	6,080
320 Clothing and Towels	0	0	0	0	0
330 Chemicals	0	0	0	0	0
340 Equipment Parts	0	0	0	0	0
350 Materials	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0
370 Building Parts	0	0	0	0	0
380 Non-Capitalizable Equipment	0	0	0	0	0
390 Other Commodities	0	0	0	0	0
SUBTOTAL COMMODITIES	8,159	5,890	5,890	6,000	6,080
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements	0	0	0	0	0
440 Office Equipment	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0
540 Other	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0
TOTAL	136,176	144,860	137,730	144,960	142,050

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 01 - RECORDS

The reorganization of the Department has resulted in the separation of the City Clerk's Division into two sections: Special Assessments, which is a section in the Financial Management Division, and Records section, which is responsible for acting as ex-officio clerk of the Board of City Council members, the Board of Bids and Contracts and Staff Screening and Selection Committee, and preparing minutes of all meetings and performing such other duties as may be directed by the Director of Finance.

POSITION TITLE	POSITIONS		1990 EMPLOYMENT RANGE	1989 ADOPTED	1989 REVISED	1990 REVISED
	1989 ADOPTED	1989 REVISED				
Financial Analyst II	0	0	1 626	0	30,130	31,180
Deputy City Clerk II	1	1	0 629	34,950	0	0
Administrative Aide I	0	1	1 620	0	21,390	23,030
Secretary	2	1	1 618/19	40,990	21,570	23,210
Subtotal	3	3	3	75,940	73,090	77,420
ADD Longevity				690	690	840
Year End Payroll Accrual				350	0	0
Charges - Finance Administration				10,000	10,810	10,810
TOTAL				86,980	84,590	89,070

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - BENEFITS

	1988 ACTUAL	1989 ADOPTED	1989 REVISED	1990 ADOPTED	1990 REVISED
110 Regular Salaries	92,979	95,370	96,550	96,510	99,010
120 Special Salaries	0	0	0	0	0
130 Overtime	0	0	340	0	0
140 Employee Benefits	23,114	24,530	24,720	24,540	25,490
SUBTOTAL PERSONAL SERVICES	116,093	119,900	121,610	121,050	124,500
210 Utilities	0	0	0	0	0
220 Communications	1,243	1,660	4,800	1,660	4,570
230 Transportation and Training	0	0	0	0	0
240 Insurance	978	0	0	0	0
250 Professional Fees	0	0	0	0	0
260 Data Processing	1,805	2,090	11,620	2,090	11,620
270 Equipment Contractuals	0	0	0	0	0
280 Building and Grounds Contractuals	0	0	0	0	0
290 Other Contractuals	99	500	500	500	500
SUBTOTAL CONTRACTUAL SERVICES	4,125	4,250	16,920	4,250	16,690
310 Office Supplies	5,309	8,260	5,120	8,470	5,250
320 Clothing and Towels	0	0	0	0	0
330 Chemicals	0	0	0	0	0
340 Equipment Parts	0	0	0	0	0
350 Materials	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0
370 Building Parts	0	0	0	0	0
380 Non-Capitalizable Equipment	249	0	0	0	0
390 Other Commodities	0	0	0	0	0
SUBTOTAL COMMODITIES	5,558	8,260	5,120	8,470	5,250
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements	0	0	0	0	0
440 Office Equipment	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0
540 Other	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0
TOTAL	125,776	132,410	143,650	133,770	146,440

CITY OF WICHITA 1989/90 ADOPTED BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - BENEFITS

This activity is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The activity acts as the administrative arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Retirement and Insurance Manager also serves as a voting member of the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are: 1) Employees' Group Life insurance plan; 2) Employees' Group Health insurance plan.

POSITION TITLE	POSITIONS		1990 EMPLOYMENT RANGE	1989 ADOPTED	1989 REVISED	1990 REVISED
	1989 ADOPTED	1989 REVISED				
Retirement and Ins. Manager	0	1	E-11	0	40,980	40,980
Retirement and Ins. Director	1	0	E-11	40,980	0	0
Administrative Aide II	0	1	623	0	23,250	24,060
Administrative Aide I	1	0	620	22,560	0	0
Secretary	1	1	618/19	20,670	20,670	22,320
Subtotal	3	3		84,210	84,900	87,360
ADD Longevity				840	840	840
Year End Payroll Accrual				320	0	0
Charges - Finance Administration				10,000	10,810	10,810
TOTAL				95,370	96,550	99,010

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